APPENDIX B

Sample SOP

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DEPARTMENT OF THE ARMY
Headquarters, XXth XXXXXX
Directorate of Logistics
Fort XXXXXXXX, XXXXXX XXXXX-XXXX

XXXX-XXX

(date)

SOP FOR
AFMIS-TISA OPERATIONS SUBSYSTEM

SECTION 1. INTRODUCTION

1-1 Purpose. To outline policies and procedures to assist TISA personnel in operating the TISA Subsystem.

1-2 Scope. The policies and procedures in this SOP are in addition to those contained in the TISA End User Manual. The proponency for this SOP is the

_____.

1-3 Definitions.

     a. Army Food Management Information System (AFMIS): Software developed by the US Army Software Engineering Center-Lee (SEC-L), Fort Lee, VA, to provide an automated Class I and food management system.

     b. TISA: The Class I Troop Issue Subsistence Activity. Authorized users of this subsystem are:

(List TISA users)

     c. IFA: The Installation Food Advisor Activity. Authorized users of this subsystem are:

(List IFA users)

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Figure B-1. Sample SOP (page 1 of 7).

1-3 Definitions (continued).

    d. DFO: The Dining Facility Operations Activity. Authorized users of this subsystem are:

(List DFO users)

    e. System Administrator (SA): The individual at the installation designated to be a single point of contact for all problems/changes in the AFMIS System (software or hardware). The SA for AFMIS is _____.

SECTION 2. PROBLEMS IN AFMIS

2-1 Problem Reports. This section explains the correct procedures for reporting problems. A hardware or software failure which stops the system or a specific process from functioning is handled as follows:

    a. The SA will phone in the problem to the Fort Lee Customer Assistance Office, DSN 687-1051.

    b. The SA will follow up the problem by submitting a DA Form 5005-R (Engineering Change Proposal-Software) to the MACOM.

2-2 Engineering Change Proposal -Software (ECP-S). This document is routinely used to suggest enhancements for the system. Submit the ECP-S (DA Form 5005-R) through your SA. Prepare a separate DA Form 5005-R for each problem or recommendation. The routing address for all ECP-S requests is the MACOM. See appendix E of this manual.

SECTION 3. SYSTEM ADMINISTRATOR RESPONSIBILITIES

3-1 General. This section outlines the responsibilities of the system administrator.

3-2 Policies and Procedures. Once the installation is in live production, the SA becomes the point of contact. The users contact the SA for assistance, guidance, and resolution of processing and equipment problems. The following policies and procedures should be established:

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Figure B-2. Sample SOP (page 2 of 7).

3-2 Policies and Procedures (continued).

     a.   Create an AFMIS log book to record all calls for assistance and to categorize the nature of problems reported. The SA should also record the action taken and whether or not the solution or assistance provided worked, or had to be referred to the Customer Assistance Office for resolution.

     b.   Establish procedures to assign user IDs and passwords. This should include a periodic change of passwords to prevent unauthorized access to the system. Provide users with guidelines concerning system access and unauthorized use of passwords.

     c.   Coordinate with DPSC to receive the monthly price change tape or DDN Transmission. Load the tape(if applicable) and the information is downloaded to the Master Item File (MIF).

     d.   Coordinate with the Finance and Accounting Office to ensure STANFINS transmissions are provided.

     e.   Coordinate and run End of Day and End of Month Batch processes. Provide a time schedule to users for these processes.

     (1)   End of Day Batch Process: This process will be run Monday thru Friday between the hours of _____ and _____. Users must log off the system before you run this process.

     (2)   Run Times: Coordinate run times with the DOIM (if applicable) and all AFMIS users. A delay in the run time may be required on Mondays and the day after a holiday due to heavier workloads.

     (3)   End of Month Batch Process: Coordinate a run time for this process with all users. The End of Day Batch process must be completed first, and all monthly TISA accounts closed before you can run the End of Month Batch process.

     (4)   Printed Files and Reports: Use the End of Day and End of Month printed files and reports to help conduct the TISA's ongoing operation.

     f.   File Backup Procedures. AFMIS data files must be backed up regularly. The backups are used to restore lost or damaged files.

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Figure B-3. Sample SOP (page 3 of 7).

3-2 Policies and Procedures (continued).

(1)   Daily file backups are performed as a part of the End of Day Batch processing.

(2)   Monthly file backups require approximately 2 tapes. Maintain the tapes on file until you complete the next backup.

(3)   Set up and maintain a tape library for TISA files purged on a monthly or quarterly basis.

SECTION 4. TISA PROCESSING SCHEDULES

4-1 General. The TISO or the TISO's designated representative is responsible for setting up the TISA's operating or processing schedule. The following information is provided to help you set up a schedule for your TISA.

4-2 Daily Processing. Daily processing consists of processes you run every day or several times a week as a part of normal TISA operations.

a.   Run the End of Day Batch process when the TISA completes its interactive processing for the day.

b.   The end-of-day run updates the TISA files and creates transactions for the installation STANFINS on a daily basis.

> NOTE: When the AFMIS Server is located at the DOIM instead of the TISA, all end-of-day runs must be coordinated with the DOIM supervisor.

4-3 Weekly Processing. There are no TISA processes required to be run on a weekly basis. However, it is recommended that you run the DVD Review/Adjust Customer Orders process, and the Review Vendor Orders process to keep abreast of required delivery dates and the items scheduled for delivery by a specific vendor.

4-4 Monthly Processing. Monthly processing consists of processes you are required to run at the end of the accounting period.

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Figure B-4. Sample SOP (page 4 of 7).

a.   Run the End of Month Batch process after TISA completes interactive processing at the end of the month. The end-of-month run updates files, and creates output transactions for the TISA, DFOs, STANFINS, and DISMS.

b.   Run the Initial DVD Obligation Estimate process so you can obligate DVD items for the next accounting period. These obligations are sent to STARFIARS and the contracted vendor.

c.   Run the DVD Closing Obligation Estimate process to close all DVD Obligation Estimates for the previous accounting period.

d.   Run the DPSC MIF Update process to load new DPSC price changes to the MIF for the next accounting period.

e.   Run the Close DF Accounts process to close customer accounts for the previous accounting period.

f.   Run the VRGC Closing process to establish the book value of subsistence on hand at the end of each accounting period. The TISO is accountable for the total value of the book inventory.

g.   Run the 2969 Report process to consolidate the TISA's food cost and feeding strength summaries that are forwarded to higher headquarters.

h.   Run the Compute BDFA process to show the monetary value of a particular meal for each accounting period.

l.   See section 11 (para 11.4) of this manual for a list of actions you must take after the end of month is completed.

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Figure B-5. Sample SOP (page 5 of 7).

4-5 Quarterly Processing. Run the VRGC Closing process to establish the book value for accountable quarterly inventory. This is done to establish accountability by the TISO for those three quarterly periods when the annual accountability inventory is not completed.

4-6 End of Fiscal Year Processing. At the end of the fiscal year, all TISA functions must be accessed to query any outstanding transactions. There can be no open receipts, all customer accounts must be closed, and the annual accountable inventory accomplished between the 26th and last calendar day of the October accounting period.

4-7 As Required Processing. As required processing consists of inquiries and other processes that you don't use on a regular basis. The Purge process should be run on a regular basis or as determined by the SA or TISO. You can use the remaining processes at any time.

     a.   Excess Cost Adjustments Process.

     b.   Reduced Price Commissary Items Process.

     c.   Transaction Register File Inquiries Process.

     d.   Create Special Items Rqns Process.

     e.   Purge DF Accounts Process.

     f.   Purge TRF Process.

     g.   Purged Doc Hist Records Inquiry Process.

     h.   Purge Aged Doc Hist Records Process.

     i.   Purge 3161 Header/Trailer Process.

     j.   Create Follow Up Records

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Figure B-6. Sample SOP (page 6 of 7).

4-7 As Required Processing (continued).

    k.   DFO Interface - ROS, SOC, XRF Process.

    l.   DFO Interface - Headcount Process.

    m. DFO Interface - Turn-ins Process.

    n.   DFO Interface - DVD Shopping Lists Process.

    o.   DFO Interface - ARCS Shopping Lists Process.

    p.   Bulletin Board Maintenance.

    q.   Transfers.

    r.   Reports of Survey and Statement of Charges.

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Figure B-7. Sample SOP (page 7 of 7).

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